

1. BRING THE COMMERCIAL BOOK DOWNSTAIRS.
2. GET THE COMMERCIAL LIST OUT OF THE COMMERCIAL LOG BOOK IN THE UPPER RIGHT HAND DRAWER OF THE BUSINESS DESK.
3. ON THE REGULAR TRAFFIC SHEET WHICH WE HAVE BEEN USING, SIMPLY TYPE THE PROGRAM SCHEDULE. NO COMMERCIALS LISTED..... EXCEPT...NON-SPONSORED PROGRAMS ARE TO BE TYPED IN BLACK AND SPONSORED PROGRAMS ARE TO BE TYPED IN RED. ~~THE~~ WEEKLY PROGRAM SCHEDULE WILL BE POSTED IN THE OFFICE. ALWAYS CHECK THE CONTINUITY BOX...THE ONE JUST UNDER LAMBORN'S BOX.. FOR NOTES FROM SPEED JOHNSON REGARDING PROGRAM CHANGES FOR THE DAY OR SPECIAL SCRIPTS TO BE WRITTEN, ETC. TWO COPIES ~~XXXXXXXXXXXXXX~~ WILL BE MADE. THE ORIGINAL TO BE PUT IN THE ANNOUNCER'S BOOTH, THE CARBON COPY IN THE MONITOR'S BOOTH.
4. WITH A COPY OF THE PROGRAM SCHEDULE BEFORE YOU~~X~~, CHECK THE COMMERCIAL SCHEDULE TO MAKE SURE THAT NO COMMERCIAL IS ~~S~~ SCHEDULED AT A TIME WHEN IT IS IMPOSSIBLE TO PUT IT ON, ~~SUCH~~ AS A SPOT IN THE MIDDLE OF A SPONSORED PROGRAM. ALSO, IF IN YOUR OPINION SPOTS HAVE BEEN SCHEDULED AT A TIME WHEN IT IS INADVISABLE FOR THEM TO GO ON (SUCH AS A SIX O'CLOCK SPOT FOR A REGULAR ADVERTISER OR BUNCHED SPOTS), CHANGE THEM.
5. ~~XXXXCOMMERCIALXLISTSXANXTHETRAFFICSHEETSXANXALX~~ ~~COMMERCIALSXFX~~ GET OUT COMMERCIALS FOR ALL LISTED COMMERCIALS, WRITING UP ANY WHICH HAPPEN TO BE MISSING.
6. TAKE ALL THIS, THE COMMERCIAL LISTS, TRAFFIS SHEETS, COMMERCIALS, PLUS THE RECORD LISTS IF READY UPSTAIRS. THE ORIGINALS OF ALL THESE GO IN THE ANNOUNCER'S BOOTH, THE CARBONS IN THE MONITOR'S BOOTH. DON'T BOTHER ABOUT THE TRANSPARENT WRAPPERS.
7. IF THERE IS ANYTHING YOU WANT TO DISCUSS WITH THE BUSINESS DEPARTMENT CONCERNING THE COMMERCIAL SCHEDULES, THERE WILL BE SOMEONE FROM~~X~~ THAT DEPARTMENT HERE EVERY AFTERNOON FROM TWO TO THREE. RANNEY IS IN CHARGE OF MEKING OUT THE SCHEDULES, AND IF YOU HAVE ANY SUGGESTION TO MAKE TO HIM OR CORRECTIONS TO MAKE IN HIS LISTS OR QUESTION TO ASK; IF YOU CAN'T SEE HIM, LEAVE HIM A NOTE.

Bulletin Board
Clarke
Johnson
Continuity Day

THE UNITED STATES OF AMERICA
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

1. The purpose of this report is to provide a detailed description of the land area described in the accompanying map. The land area is located in the State of California, and is situated within the boundaries of the National Forest System. The land area is described as follows:

2. The land area is situated within the boundaries of the National Forest System, and is located in the State of California. The land area is described as follows:

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